

**NASA – INSTITUTIONAL REVIEW BOARD  
COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

**GENERAL INSTRUCTIONS FOR  
FULL/EXPEDITED BOARD REVIEW APPLICATION**

**Overview**

The Full Board Review Application is used primarily for studies which involve more than minimal risk to the subjects and which must be reviewed by the full membership. The application consists of a set of questions and points which must be addressed for the committee to conduct an adequate review and to comply with federal requirements. For these reasons and to facilitate the review of the applications submitted to the IRB/CPHS, investigators are asked to prepare their protocols according to a consistent format.

Use the [Checklist for Full Board Review](#) as a guide and final check for preparing and submitting a complete application.

Refer to the [IRB/CPHS Website](#) for detailed guidance on particular issues, and for [information on informed consent](#).

All prerequisite [human research tutorials](#) must be completed by every study team member before the protocol can be submitted or reviewed. Be sure to select NASA as the Institution, and when done, save a copy and attach it to your Board Review Application.

**Attachments**

It is almost always necessary to include attachments with the application. The [Checklist for Full Board Review](#) lists the possible attachments and explains how many copies are needed.

**IRB/CPHS Meeting Dates**

Information about IRB/CPHS meeting dates and deadlines is available on the IRB/CPHS Website under "[About the CPHS – Overview](#)". Deadlines for new submissions apply to full board reviews. If you think your application will require full board review, heed the deadlines since the IRB meets only once a month. The IRB will determine review type and if full board review will be required, it will generally go on the next full board agenda. There may be circumstances when this is not possible, in which case it will be assigned to the next available meeting. Feedback will be given to applications receiving full board review within one week after the meeting during which it was reviewed.

Exempt and expedited studies can be submitted at any time and will be, typically, reviewed within a 7-10 working day period, after which you will receive feedback from the review.

Please call 281-212-1468 or 281-212-1228 if you need assistance. You may also send e-mail to the address(es) listed on the application.

The IRB often requests changes or clarifications before final approval is granted. Resolution of these contingencies is necessary for approval. If the investigator receives a contingency memo from the IRB, s/he should respond to all items in the memo as soon as possible so that the review can continue. Always put the IRB study number on any correspondence or forms when communicating with the IRB. Remember that final approval cannot be granted until all requests for information have been answered satisfactorily.

When an application is approved, the PI will receive an approval letter as well as stamped copies of consent forms and any recruitment materials submitted for review. Be sure to keep the stamped copies for your records and for reproducing to use with subjects.